UNITED
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Secretariat

ST/AI/181/Rev.10/Amend.1
30 January 1996

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: EDUCATION GRANT AND SPECIAL EDUCATION GRANT FOR DISABLED CHILDREN*

1. The purpose of the present amendment is to advise staff members of the new requirements applicable when submitting claims for tuition in the mother tongue. Accordingly, form P.41A has also been modified to reflect the relevant changes.

2. The new form P-41A requires an entry on the frequency of the classes in the mother tongue. The tutor or educational institution is also required to give a brief assessment on the child's linguistic skills in the mother tongue. In order to facilitate an exchange of information with the tutor or school official, their complete address and telephone number should be filled out on the form. The revised forms are available from the Executive Office of each Department/Office and from the Personnel Service or Section at offices away from Headquarters.

3. Paragraph 26 of administrative instruction ST/AI/181/Rev.10 is replaced by the following text (new text is underlined):

"26. The costs of tuition in the mother tongue may be allowed in those cases where:

"(a) The staff member serves in a country whose language is different from his or her mother tongue; and

"(b) The child attends a local school in which the instruction is given in a different language.

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* Personnel Manual index No. 3322.

"Where attendance at a local school gives no entitlement to an education grant, 75 per cent of the expenses for tuition in the mother tongue may be paid, subject to a maximum expense of $2,900 a year for individual tuition and $1,450 a year for group language tuition. Where attendance at a local school gives entitlement to an education grant, the expenses incurred for tuition in the mother tongue may be included in the admissible expenses for attendance up to a maximum of $2,900 for each child in the case of individual tuition and $1,450 for each child in the case of group tuition. For other currencies listed in the annex, the relevant local currency maxima applicable for expenses incurred are respectively the totality, for individual tuition, or one half, for group tuition, of the amounts indicated in column 3 of the annex. Tuition in the mother tongue must be provided by a teacher qualified in the language of instruction, and no grant will be authorized for the teaching of the mother tongue by a member of the staff member's family. A request for reimbursement for tuition must be accompanied by revised form P.41A, Certificate for tuition in the mother tongue, certified by the educational institution or tutor. Additionally, the form must be accompanied by original cancelled cheques or copies of original cheques accompanied by bank statements to verify the payments made to the tutor or to the educational institution. No confirmation of cash payments will be found acceptable as proof of payment. Staff are reminded to keep all copies of the documentation related to tuition in the mother tongue for a period of five years, for purposes of review or audit."

4. The requirements set out above for claims for tuition in the mother tongue are effective as from the school year in progress on 1 January 1996.